Gemini

Manual and User Guide for

Database Report Generator

Amstrad CPC 464

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1 General System Overview

The Gemini report generator for the Amstrad CPC 464 micro-computer is designed to be run in conjunction with the Gemini Amstrad Database. The program may be used to produce a variety of printed reports, using the data that is set up and maintained by Database.

The reports that may be obtained are as follows:

i) Fully definable record printout format.

ii) Mailing label printout (up to three labels across the printer).

iii) Document generator for the entering of a standard letter, with automatic merging of database field data.

iv) Field summary with totals of each field printed if required.

The document, record and label formats are stored as a file on tape, and you may therefore design and use as many different reports as you require.

2 Operating Notes

2.1 INPUT ROUTINES

When the program requests information from you, there are two ways in which the information may be entered.

i) When you are prompted for an input such as a filename, which requires more than one key press, then it will be necessary to enter your response followed by «ENTER». On these inputs a default answer may also appear — e.g. when asked for a file name, the default name "DBDATA" will appear — just press «ENTER» for this name.

At all times when entering data into the program, with the exclusion of when setting up or modifying the record printout format or document, a specially designed line editor is used to enable the user to edit the input line. Essentially you are required to type in the data and press «ENTER», but in addition you may use the following keys to perform particular functions:-

«COPY» — insert characters at the current cursor position.

«DEL» — delete character to left of current cursor position.

«CLR» — delete character at the current cursor position.

« ← » and « → » — move cursor left or right of current cursor position without deleting.

ii) If the response required is just a single letter, e.g. "Are you sure (Y/N)?", then you are not required to press the «ENTER» key after selecting the appropriate letter.

iii) When any of the printer record options are selected the user will be required to enter the range of records to be printed — the lower record number and higher record number should be separated using a comma e.g.:-

«1,10» will print the records in the range of 1 to 10 inclusive.

2.2 ESCAPE

Throughout the running of the program it is usually possible to return to the last MENU. This is done by pressing «TAB» (the green key positioned below the «ESC» key at the top left hand corner of the keyboard).

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2.3 FILE INFORMATION

At the top of the screen there are two numbers, these are:-

Records Used (RU) — the number of database records currently in memory.

Records Found (RF) — the number of records found in the last database search.

2.4 DATA FILES AND SECURITY

It is strongly suggested that you keep at least one backup copy of any data files currently being used.

2.5 PRINTER OUTPUT

Due to the incompatability of the character codes used by certain printers, you may find that some characters do not print out exactly as displayed on the screen.

2.6 GETTING FROM BASIC BACK INTO THE PROGRAM

If at any time you find that you have been returned to BASIC it should be possible to return into the program by typing — GOTO 30 «ENTER».

3 Getting Started

Before loading the program, it is advisable to fully reset your computer by switching it off and then on again.

Place the cassette in the recorder and fully rewind the tape. Press «CTRL»«ENTER» positioned on the numeric key pad together and then press play on the recorder followed by pressing a key. If you have a disk version type RUN'REPGEN'. The program will load and automatically run, presenting you with the Main Menu.

Options 1 (Record Printout), 2 (Mailing labels) and 4 (Field Summary) cannot be used until a data file, which has originated from the Database program, has been loaded.

If you wish to load the demonstration files provided, use Option 5 to load one of the database files. The report generator demonstration file may be used in conjunction with the mailing list file stored after the Database program.

To load the demo file select Option 6 and press «ENTER» to select the default filename of 'DBDATA'.

4 The Main Menu

This menu lists a total of 8 options — in the following sections each will be discussed in turn.

4.1 MAIN MENU OPTION 1 — RECORD PRINTOUT

This option may only be used after you have loaded a data file which has originated from the Database program.

The following choice of options will then be displayed:-

1. Format Printout;
2. Print Records;
3. Return to Main Menu

4.1.1 Format Printout — the sub-menu detailed in Section 5 of this manual will appear for entry/editing of the record format.

Firstly enter the format (Option 1), by typing in any further text you require to be added to that which is currently screened. A single block, achieved by pressing the «COPY» key once followed by the field number will insert a field into the text. You may also use the «ENTER» and «DEL» keys.

If, after entering the text, you wish to amend certain parts of it, you may select **EDIT FORMAT** (Option 2), this allows you to direct the cursor around the text by the use of the four directional keys, and also gives you the following controls:-

   i) «DEL» Delete the character to the left of the cursor.

  ii) «CTRL»«B» Delete a block of text. When this key is selected you will be required to press the space bar until the cursor moves to the end of the text to be deleted. A block will be shown at the point from which you started the deletion. When you have marked the text to be deleted press «ENTER» and the text will be deleted. When using this option if you move the cursor too far, you may use the «DEL» key to move back.

iii) «CTRL»«T» Insert a block of text. When this key is selected the user will be prompted for the text to be inserted, which is entered using the line editor, which will appear at the bottom of the screen. If «ENTER» is pressed a carriage return will be entered.

iv) «ENTER» Overtype a Carriage Return.

v) «CTRL»«P» Previews the text.

vi) «TAB» Return to Menu.

If you have finished with the format and wish to start a new one, select Option 3. You will be asked to confirm this with the prompt "Are You Sure (Y/N)?".

PLEASE NOTE: You will not be able to get the old format back after using this option, so if this is required you should save it using Option 7.

After clearing the current format the program will take you into the enter format routine.

4.1.2 Print records — this will enable you to print records in the current record printout format. Enter the range of records to be printed, e.g. «1,10» for records 1 to 10 inclusive. You will also be asked whether or not you require paging. If you press the «Y» key then the following information will be required.

i) The header — a title to be printed at the top of each page.

ii) The footer — a title to be printed at the bottom of each page.

iii) The page length — the number of line feeds on each printer page (this is usually 66).

4.2 MAIN MENU OPTION 2 — MAILING LABELS

This option may only be used after you have loaded a data file which has originated from the Database program.

The following choice of options will then be displayed:-

i) Format Printout;

ii) Print Records;

iii) Return to Main Menu.

4.2.1 Format Printout — this will allow you to alter the format of the mailing labels. Enter the following information:-

  i) The left hand tab — the number of characters in the left hand margin.

  ii) The number of labels across — maximum of three.

  iii) The horizontal spacing — the number of characters from the left of one label to the left of another label.

  iv) The width of each label — the number of characters of each label from left to right.

  v) The vertical spacing — the number of line feeds from the top of one label to the top of another.

  vi) The depth of each label — the number of fields to be printed on each label.

  vii) The field number to be printed.

  viii) The number of characters to be printed of that particular field.

NOTE: Items (vii) and (viii) will be asked for every field required on the label. Items (iii) and (iv) will only need to be specified if you are printing more than one label across.

4.2.2 Print records — this will enable you to print out any of the records in the mailing label format. You will be prompted to enter the range of records to be printed. E.g. «1,10» for 1 to 10 inclusive.

4.3 MAIN MENU OPTION 3 — DOCUMENT GENERATOR

The document generator may be used to set up a standard letter and enter any database field information into the document. The procedure is to type in the document, and where you wish to enter in the field data, press «COPY» followed by the field number. This will appear on the screen as a small block followed by the number. When printing the records, the appropriate data will be inserted into the document for each record.

Although a word may appear on the screen as being split, when printing the program will automatically ensure that the document is correctly justified (if requested), i.e. that no words are split on to the next line. Also each line will be padded out with spaces as necessary to give a straight right hand margin.

The following options are given:-

1. Format Printout;
2. Print Records;
3. Return to Main Menu.

4.3.1 Format Printout the sub-menu detailed in Section 5 of this manual will appear, allowing you to edit or enter the document that you require.

Enter, Edit and Start New Format, are detailed in the Record Printout Option section 4.1.

4.3.2 Print Records this option works the same as the print records on record printout on Option 1 of the Main Menu although it has the added advantage of automatic justification, if required and word wrap while it is printing. You will be asked whether you wish to have the printout justified. Answer Y or N. If you wish to preview the justified text then use Control P.

NB. The word wrapping will cause an extra line feed to be inserted should a carriage return occur at the end of a line. To correct simply delete the carriage return.

4.4 MAIN MENU OPTION 4 — FIELD SUMMARY

This option may only be used after you have loaded a datafile which has originated from the Database program.

The field summary will allow you to print any of your database fields as columns across the printer exactly as in the database program itself. The following options will be given:

1. Format Printout;
2. Print Records;
3. Return to Main Menu.

4.4.1 Format Printout — this will allow you to alter the format of the field summary. For each field in turn that is to be printed, enter the field number and the number of characters to be displayed. When you have fully defined the field summary, the program will display the enter field number as 0 — press «TAB» to return to menu.

4.4.2 Print Records — enter the range of records to be printed, e.g. «1,10». Then press «Y» or «N» to the prompt "Do you require totals?". If you press «Y» the program will print the total of any non-zero column, after printing the field summary. If the total does overflow the column length, the total will not be printed.

4.5 MAIN MENU OPTION 5 — LOAD DATABASE FILE

This routine may be used to load in a file of Database records. Enter the name of the Database file to be loaded, insert the correct tape into the recorder, then press any key. If no Record Print Format is in memory, then the screen from the Database file will be loaded, and the fields will be converted to the Report Generator format. The Record printout will be different to Database due to the way Database masks are formatted so you may need to edit the format, using the Format Editor via Option 4.1 (Record Printout).

Please note it may not always be possible to fit all of the database records into memory. If this occurs the computer will display the number of records it can load.

4.6 MAIN MENU OPTION 6 — LOAD FORMAT FILE

This option will load in a file previously saved by the Report Generator. The information in this file will be the formats/text to be used in any of the report printouts that have been specified.

Enter the name of the data file, insert the correct tape, then press any key on the recorder.

4.7 MAIN MENU OPTION 7 — SAVE FORMAT FILE

Use this routine to save the text and format details that are currently in memory   this will save tedious retyping. Carefully label the tape that is saved, so that you know to which Database file this relates.

4.8 MAIN MENU OPTION 8 — EXIT PROGRAM

You will be asked to confirm to exit   after exit from the program, the memory will be cleared.

5 Sub-menu 2 – Format Printout

This sub-menu is applicable only to options 4.1 (Record Printout) and 4.3 (Document Generator).

When selecting to Format the Printout the options are as follows:-

1. Enter Format;
2. Edit Format;
3. Start New Format;
4. Return to Menu

5.1 Enter Format — this will allow you to add to the format currently displayed on the screen. If no format has previously been set up the entry window will be blank. Press the «TAB» key when you have finished entering the format and you will be returned to the sub-menu.

5.2 Edit Format — this will allow you to edit the format entered.

5.3 Start New Format — use this option to start a completely new record or document format.

5.4 Return to Menu — this option will return the program to the previous menu.

6 Appendix – Printout Examples

```
Mrs Brown          Mr Potts           Mr Andrews
24 The Green       68 Cedar Close     3 Queen Street
Littleham          Kilroy             The Meadows
Exmouth            Sidmouth           Colaton Raleigh
Devon.             Devon.             Devon.
EX8 2JK            SD7 3ED            CR5 5RF
```

```
         Name Mrs Brown
      Address 24 The Green
              Littleham
         Town Exmouth
       County Devon.
    Post Code EX8 2JK
    Telephone 265743
    Reference MFED
```

```
    Name          Address1        Address2      Town              County
    --------------------------------------------------------------------------
 1  Mrs Brown     24 The Green    Littleham     Exmouth           Devon.
 2  Mr Potts      68 Cedar Close  Kilroy        Sidmouth          Devon.
 3  Mr Andrews    3 Queen Street  The Meadows   Colaton Raleigh   Devon.
 4  Ms Bridge     5 Low Street    The Pines     Newton Popple.    Devon.
 5  Mr Bailey     10 Cornfield Ro Lynmoor       Harpford          Devon.
 6  Miss Ackland  26 Long Street  Elms          Sidbury           Devon.
 7  Mrs Chesney   5 Mills Street  The Mill      Newton Popple.    Devon.
 8  Ms Town       129 Carlton Roa The Lodge     Sidmouth          Devon.
 9  Mr Prince     65 Portland Roa Beacon        Sidford           Devon.
10  Mrs Rolands   15 Lindon Grove The Gables    Sidford           Devon.
```

56 Old Cottage Road,
Exmouth,
Devon.

20th November 1984.

24 The Green,
Littleham,
Exmouth,
Devon.
EX8 2JK.

Dear Mrs Brown,
    I thank you for your recent enquiry and have pleasure in enclosing a
leaflet giving details of membership to the Exmouth & District Social Club.

    You will see that we offer a wide range of facilities including a fully
licensed resturant, tennis and squash courts and an indoor heated swimming pool.

    Bar snacks may be obtained from the Club bar at lunch times as well as in
the evening. There is also a childrens room with many activities available.

    If you would like to have a look around the facilities do not hesitate to
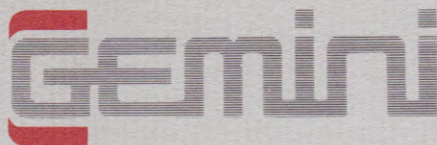contact me between 10am and 5pm.

                        Yours sincerely

                        Mr C.Price

                        Club Manager.

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